

# MINUTES

OCTOBER 9, 2008

**PRESENT:** Suzanne Syvertson, Advanced Care Hospital; Mike Glancy, Billings Airport Fire; Kathy Gibson and Terry Larson, Billings Fire; Joe Marcotte, Billings Clinic; Kathy Aders, Billings Public Schools; Russ Lowe, CHS Refinery-Laurel; Ron Rosh, DPC; Jeff Ashworth, DXP; Tim Mulholland, Hanser's Automotive; Bill Rash, Lockwood Fire; Cliff Haaland, Lutheran Disaster Response; Charlie Hanson, MT Dist V, DES; Scott Forshee, MSU-Billings Police; TC Coble, St. Vincent Help Flight; Patrick O'Neil, St. Vincent Healthcare; Rae Ann Haight, US Postal Service; Sheri Centifanto, United Way; Chuck Bikle, YARES Radio Club; Jim Kraft, Yellowstone County DES; Judy Watkins, RiverStone Health; Mark McGinley and Todd Verrill, 83<sup>rd</sup> Civil Support Team.

<b>INTRODUCTIONS</b>		
<b>AGENDA ITEMS</b>	<b>DISCUSSION</b>	<b>ACTION STEPS / FUTURE EVENTS</b>
<b>MINUTES</b>	Minutes from the previous meeting approved as distributed.	
<b>FINANCIAL REPORT</b>	<p><u><b>QUARTERLY FINANCIAL REPORT</b></u> [Jim Kraft]  Reports are presented quarterly in the months of March, June, September and December.  Jim reported that the LEPC balance is \$16,796.</p> <p>In addition, RiverStone Health has committed \$20,000 plus for EOC upgrades.</p>	Next report due December 2008
<b>COMMITTEE REPORTS</b>	<p><u><b>EXERCISE DESIGN COMMITTEE:</b></u> [Jeff Ashworth, Chair]  Work on upcoming exercises continues. Proposed and confirmed dates are:</p> <p><u><b>PANDEMIC FLU EXERCISE:</b></u> October 30: Table Top – RiverStone Health, Pandemic Flu.</p> <p><b>Exercise Name:</b> Pan Flu Days 3 &amp; 4  <b>Durations:</b> 4 hours (8:00am-noon) Check-in at 7:45am  <b>Exercise Date:</b> October 30, 2008  <b>Location:</b> Wingate by Wyndam  1801 Majestic Lane  Billings, MT 59102</p> <p><b>Sponsor:</b> RiverStone Health Department  <b>Type of Exercise:</b> Tabletop</p> <p><b>Purpose:</b> Testing Response: Medical Surge during a pandemic flu incident.  The purpose of this exercise is to provide participants an opportunity to evaluate current response concepts, plans, and capabilities for a response to a pandemic flu event on days 3 and 4 in Yellowstone County. The exercise will focus on local health care surge capacity, critical decisions and the integration of mutual aid necessary to save lives and protect public health and safety. The role of public information strategies will be integral within each discipline but not the primary focus of this exercise response effort.</p>	<p>Next Meeting – Exercise Design Committee:</p> <p>@ 10am Billings Clinic, Room 1</p>

	<p><b>Scope:</b> This exercise emphasizes the role of the local health department, hospitals, schools and first responders in response to pandemic flu outbreak in Yellowstone County on the third and fourth days (hours 48-96) of the event. This exercise excludes focus on community business interruption, standard of care and fatality management. The exercise assumes the EOC has been activated and community messaging and social distancing have already been implemented. Standard of care is outside the scope of this exercise.</p> <p><b>Classification:</b> Unclassified</p> <p><b>Scenario:</b> Pandemic Influenza in Yellowstone County on Days 3 &amp; 4 (hours 48-96).</p> <p><b>Players:</b> RiverStone Health, St. Vincent Health Care, Billings Clinic, AMR, School District 2, Laurel School District, MSUB, Rocky Mountain College, Advanced Health Care, Citizens Corps Council, DES, UHC, Yellowstone County Government Officials, Fire and Law Enforcement.</p> <p><b>Exercise Objectives:</b></p> <ol style="list-style-type: none"><li>1. <i>Resource Coordination:</i> Determine strengths and weaknesses in current pandemic flu plans of the public health and health care entities of Yellowstone County, and coordination and integration of various health resources (staff and supplies) when capacity has been exceeded. Identify critical issues and potential solutions.</li><li>2. <i>Resource Coordination:</i> Determine what constitutes a medical staffing emergency and exercise the operational plan to obtain appropriate credentials of volunteer health care personnel to meeting staffing needs during a pandemic.</li><li>3. <i>Planning:</i> Determine what are essential services and how can they be maintained during a pandemic influenza event.</li><li>4. <i>Public Information:</i> Discuss options to provide timely and accurate information to the population and assist in minimizing chaos. Review plans to preclude dissemination of conflicting data.</li><li>5. <i>Respond:</i> Determine and discuss Yellowstone County's ability to address the potential security challenges associated with a patient surge.</li><li>6. <i>Respond:</i> Identify existing and alternative patient transport resources for patients identified as needing hospitalization.</li></ol> <p><b>Points of Contact:</b></p> <table><tr><td>1. Gerri Apuna, Program Manager RiverStone Health 406-651-6407 <a href="mailto:gerri.apu@riverstonehealth.org">gerri.apu@riverstonehealth.org</a></td><td>2. Judy Watkins, Preventive Health Spec RiverStone Health 406-247-3351 <a href="mailto:judy.wat@riverstonehealth.org">judy.wat@riverstonehealth.org</a></td></tr></table> <p>If you have not received an invitation and want to attend, please contact at <a href="mailto:judy@riverstonehealth.org">judy@riverstonehealth.org</a> or Jeff Ashworth at <a href="mailto:jashworth@dxpe.com">jashworth@dxpe.com</a> 247-2009.</p> <p><b>CIVIL SUPPORT TEAM INTERSTATE JOINT EXERCISE</b></p> <p>Mark McGinley reported on the proposed 2-5 day joint state-level exercise to be hosted in Billings sometime in December 8-12, 2008. Potential venues include MetraPark and a Laurel location. There will be approximately 70 CST personnel from two or three states. The exercise will test communications. There is a desire to include as many Billings participants as desired. There is a planning meeting scheduled for October 7-8. Mark plans to attend the October 9<sup>th</sup> LEPC meeting to report progress on the exercise. A recommendation was made that he connect with Jeff Ashworth and the Exercise Design Committee.</p>	1. Gerri Apuna, Program Manager RiverStone Health 406-651-6407 <a href="mailto:gerri.apu@riverstonehealth.org">gerri.apu@riverstonehealth.org</a>	2. Judy Watkins, Preventive Health Spec RiverStone Health 406-247-3351 <a href="mailto:judy.wat@riverstonehealth.org">judy.wat@riverstonehealth.org</a>	
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**LOCAL EMERGENCY PLANNING COMMITTEE**  
 2305 8<sup>TH</sup> AVENUE NORTH – BILLINGS, MT 59101  
**JOE MARCOTTE, CHAIR**  
**NOVEMBER 13, 2008 AGENDA**

	<p><b><u>OTHER PROPOSED EXERCISES PENDING</u></b></p> <p>TSA: Table Top – no dates selected.</p> <p>School District #2: no dates selected</p>	
<b>COMMITTEE REPORTS</b>	<p><b><u>GRANTS COMMITTEE</u></b> [Dianne Lehm, Chair]          Dianne could not attend the meeting.</p>	
	<p><b><u>CAER/CITIZENS CORPS</u></b> [Pam Sanderson, Chair]          Pam was unable to attend the meeting. In her absence, Sheri Centifanto, United Way VISTA volunteer distributed a copy of the mini-booklet which was developed in cooperation with LEPC and Citizen Corps was distributed.</p> <p>The booklet is entitled: 'Preparing for an EMERGENCY in Yellowstone County ~ Are You Ready?' It offers tips on what to include in your family emergency plan; what items to have on hand in your emergency "kit" as well as other helpful information. If you would like to have copies of the booklet, please contact Pam Sanderson at <a href="mailto:pam.sanderson@uniteway.org">pam.sanderson@uniteway.org</a> or 252-3839 or Sheri Centifanto at <a href="mailto:sheric@unitedwayyellowstone.org">sheric@unitedwayyellowstone.org</a> 252-3839, extension 32.</p>	
	<p><b><u>UNIFIED HEALTH COMMAND</u></b> [Debbie Hedrick]          In 1918 a terrible disease ransacked the globe, the most deadly disease outbreak in modern history. The disease was influenza. Fifty million people died in the pandemic around the world, 675,000 in the United States. A PBS produced video was shown regarding the 1918 influenza outbreak. (Thanks to Judy Watkins, RiverStone Health)</p> <p>REMINDER THAT THE PANDEMIC FLU EXERCISE IS OCTOBER 30<sup>TH</sup> –EMAIL'S HAVE BEEN SENT OUT.          RiverStone Health, Pandemic Flu.</p> <p><b>Exercise Name:</b> Pan Flu Days 3 &amp; 4  <b>Durations:</b> 4 hours (8:00am-noon) Check-in at 7:45am  <b>Exercise Date:</b> October 30, 2008  <b>Location:</b> Wingate by Wyndam          1801 Majestic Lane          Billings, MT 59102</p> <p><b>Sponsor:</b> RiverStone Health Department  <b>Type of Exercise:</b> Tabletop</p>	
	<p><b><u>MEDICAL RESERVE CORPS</u></b> [Gerri Apuna]          Nothing new to report.</p>	
<b>COMMITTEE REPORTS</b>	<p><b><u>CONFERENCE COMMITTEE</u></b> [Paul Hutter]          Paul was unable to attend the meeting. Joe Marcotte gave a brief overview of pending plans for the conference. Work on the 2009 Conference continues and overview of planned topics/tracks and keynotes is outlined below. Input and volunteers from LEPC member agencies is still needed. Brochures and mailing to sponsors and vendor should be out shortly.</p>	

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	<p><b><u>COMMUNICATIONS COMMITTEE</u></b> [PATRICK O'NEIL, Chair]</p> <p>Due to scheduling conflicts, no meeting was held in October. The committee meetings are the first Tuesday of every month from 10:00-11:00 in the SVH Mansfield Education Center.</p> <p>Contact Patrick for more information: <a href="mailto:Patrick.oneil@svh-mt.org">Patrick.oneil@svh-mt.org</a> or 237-3665</p>	<p>Next Meeting: Communication Committee</p> <p>November 4, 2008 10-11 a.m. Mansfield Center</p>
	<p><b><u>BIG SKY CONSORTIUM</u></b> [Jim Kraft]</p> <p>Nothing new to report</p>	
	<p><b><u>TRAINING SUBCOMMITTEE</u></b> [No Chair has been selected]</p> <p><b><u>ICS 400 CLASS</u></b>          Charlie Hanson reported that he will be providing an ICS 400 class to the Billings Police Department on November 4-5 at the Police Department training center.</p>	
<b>OLD BUSINESS</b>	<p><b><u>NEWS RELEASE PROTOCOL FOR LEPC EXERCISES</u></b>          No one was present who knew the details behind this item. Joe will investigate and report back in October. Item to remain on the agenda.</p>	
	<p><b><u>BANNERS –ANNOUNCING LEPC TRAINING IN PROGRESS</u></b>          Gary and Pam to work on this project under the auspices of the CAER Committee. they will report back in October.</p>	
	<p><b><u>SIREN SYSTEM RADIO REPLACEMENT UPDATE</u></b> [Jim Kraft]          At the July 10<sup>th</sup> LEPC meeting Jim Kraft reported that the radio technicians for the County reported that the radio units at each of the 24 Yellowstone County Siren System sites needed to be replaced. The total project cost was estimated to be \$14,000. The original siren system was installed in 1990 with funds donated by area refineries. A MOTION was made and approved at the July 10<sup>th</sup> LEPC meeting to LEPC reserves to fund 25% (\$3,500) of the proposed \$14,000 cost to replace the radio units at all of the 24 siren sites. In addition to the motion that was approved, Jim was asked to send a letter to each of the area refineries asking if they would fund the remaining 75%. Each refinery subsequently donated \$3,500. A timeline for replacement of the radio units at each siren site is unknown at this time.</p>	
<b>OTHER BUSINESS</b>	<p><b><u>TRAINING OPPORTUNITY</u></b>          PetroSafe Workshop sponsored by ConocoPhillips, December 16-18, 2008, <b><u>Leadership Development Workshop for Industrial Emergency Responders</u></b>. Open enrollment training for emergency response team leaders, coordinators, supervisors and managers. Only 30 seats are available.          This program is designed for personnel leading and supervising tactical emergency response activities at the emergency scene and to help your organization meet the advanced training for emergency response team leaders, coordinators, supervisors and managers requirement under OSHA and NFPA.  <b><u>Contact Greg Neill, Coordinator-Emergency Response Billings Refinery 255-2557</u></b></p>	<p><b><u>Contact Greg Neill,</u></b>  <b><u>Coordinator-</u></b>  <b><u>Emergency Response</u></b>  <b><u>Billings Refinery</u></b>  <b><u>255-2557</u></b></p>

# LOCAL EMERGENCY PLANNING COMMITTEE

2305 8<sup>TH</sup> AVENUE NORTH – BILLINGS, MT 59101

JOE MARCOTTE, CHAIR

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<b>RETAIN THESE ITEM ON THE AGENDA</b>	<p><b><u>CHEMPACK PROCESS OVERVIEW</u></b> (Gerri Apuna) Delay this item until the November meeting.</p> <p><b><u>FAMILY ASSISTANCE PROCESS</u></b> No action taken. A champion needs to be identified. Retain on October agenda.</p> <p><b><u>DONATION COORDINATION DURING A NATURAL AND/OR MANMADE DISASTER</u></b> Pam Sanderson commented and it was agreed that this activity is typically managed via VOADs under the Stafford Act. Pam will work with Jim Kraft to refine the process and to ensure that it is well defined in the county EOP.</p> <p><b><u>PETS IN TIMES OF DISASTER</u></b> Jim will explore and report back in October. It is probably appropriate that stronger connections be made with the local Humane Society representation, including requests for attendance to meetings and/or participation in exercises. A possible resource is Susan Hanson.</p>	
	<p><b><u>WEATHER SERVICE BRIEFING</u></b> The National Weather Service reported a warning of a significant weather event approaching the Billings area within the next 72hrs. Snow fall predicted to be 14+ inches. Major concerns for the area are downed tree limbs, power lines and road closures.</p>	

The next LEPC Meeting is scheduled for November 13, 2008 @ 1:30 p.m., Fire Station #1.

Kathy Gibson  
Recording Secretary  
[gibsonk@ci.billings.mt.us](mailto:gibsonk@ci.billings.mt.us)